

COLORADO STATE BOARD OF EDUCATION

Department of Education

1 CCR 301-81

RULES GOVERNING STANDARDS FOR INDIVIDUAL CAREER AND ACADEMIC PLANS

Authority: Article IX, Section 1, Colorado Constitution. 22-2-106(1) (a) and (c); 22-2-107(1) (c); 22-2-136(1) of the Colorado Revised Statutes. The statutory basis for these rules is found in 22-2-106(1) (a) and (c), State Board Duties; 22-2-107(1) (c), State Board Powers; and 22-2-136(1), C.R.S.

1.00 Statement of Basis and Purpose.

Pursuant to SB 09-256, the State Board of Education is required to promulgate rules to establish standards for Individual Career and Academic Plans (“ICAP”) for students enrolled in public schools in the state. The intent of this provision in the legislation is to ultimately decrease dropout rates and increase graduation rates by assisting students in developing and maintaining a personalized postsecondary plan that ensures readiness for postsecondary and workforce success and aligns the student ICAP to requirements set forth in 22-7-1001 *et seq.* C.R.S. and 22-11-101, *et seq.* C.R.S. Pursuant to 22-2-136(1) C.R.S., an ICAP shall be designed to assist a student and his or her parent or legal guardian in exploring the postsecondary career and educational opportunities available to the student, aligning course work and curriculum, applying to postsecondary education institutions, securing financial aid and ultimately entering the workforce.

2.00 Definitions.

- 2.00 (1) Department: The Department of Education created pursuant to section 24-1-115(1), C.R.S.
- 2.00 (2) Individual Career and Academic Plan (ICAP): An individualized plan, developed by the student and the student’s parent or legal guardian, in collaboration with their school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers that is used to help establish personalized academic and career goals, explore postsecondary career and educational opportunities, align course work and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce school.
- 2.00 (3) State Board: The State Board of Education created pursuant to Section 1, Article IX of the State Constitution.

- 2.00 (4) Contextual and Service Learning: Activities performed by the student that establish connections between school-based instruction and the world of work, careers, and learning that occurs beyond the school itself.
- 2.00 (5) Implementation Plan: A plan developed by a local education school district that ensures every student and their parents or legal guardians has access to and assistance in the development of an ICAP and includes: district and school objectives, district and school responsibilities, timelines and key dates.
- 2.00 (6) Approved Postsecondary Service Providers: Representatives of pre-collegiate service-providing programs who support middle and high school students' postsecondary objectives and planning and who have a formal service agreement with the schools they serve.

2.01 Standards for Individual Career and Academic Plans.

- 2.01 (1) Each ICAP shall include a career planning, guidance and tracking component and a portfolio that reflects, at a minimum:
 - 2.01 (1) (a) Documentation of the student's efforts in exploring careers, including: a written postsecondary and workforce goal for the student; yearly benchmarks for reaching that goal; interest surveys that the student completes; and anticipated postsecondary studies;
 - 2.01 (1) (b) The student's academic progress including the courses taken, any remediation or credit recovery and any concurrent enrollment credits earned;
 - 2.01 (1) (c) An intentional sequence of courses reflecting progress toward accomplishment of the student's postsecondary and workforce objectives;
 - 201 (1) (d) Relevant assessment scores;
 - 2.01 (1) (e) The student's plans for and experiences in Contextual and Service Learning, if applicable;
 - 2.01 (1) (f) A record of the student's college applications or alternative applications as they are prepared and submitted;
 - 2.01 (1) (g) The student's postsecondary studies as the student progresses through high school;
 - 2.01 (1) (h) The student's progress toward securing scholarships, work-study, student loans and grants;

- 2.01 (1) (i) Other data reflecting student progress toward postsecondary and workforce readiness, including the student's understanding of the financial impact of postsecondary education.
- 2.01 (2) (a) Each ICAP is accessible to educators, students, parents legal guardians, and Approved Postsecondary Service Providers; and
- 2.01 (2) (b) Each ICAP portfolio shall be transferable in print or electronic form for internal and external district use so that when a student transfers from one school or district to another, his/ her career and academic plans follow him/her;
- 2.01 (3) Each public school, in assisting students and parents in creating and maintaining ICAPs shall comply with the requirements of the Federal "Family Educational Rights and Privacy Act of 1974", 20 U.S.C. 1232g.

2.02 **District Responsibility**

- 2.02 (1) In implementing ICAPs, each district shall develop an Implementation Plan by September 30, 2010. The Implementation Plan shall include:
 - 2.02 (1) (a) Policies and procedures in place that meet or exceed the requirements of 22-32-109(1)(nn) and also meet or exceed the standards set forth in 22-2-136(1), C.R.S including a clear designation of the roles and responsibilities of the student, parents and district staff;
 - 2.02 (1) (b) Evidence of a plan for ICAP implementation based on recommendations from school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers;
 - 2.02 (1) (c) Where possible, the district's demonstration that professional development is in place for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers for implementing ICAPs;
 - 2.02 (1) (d) Effective September 30, 2011, each school counselor or school administrator shall ensure that every student in grades nine through twelve and their parents or legal guardians has access to and assistance in the development of an ICAP;
 - 2.02 (1) (e) Beginning with a student's ninth grade year, the ICAP shall include goals for the student based on academic and career interests and shall identify required academic courses, career courses, electives and Contextual and Service Learning opportunities aligned to the district's programs of instruction related to postsecondary and workforce readiness;

- 2.02 (1) (f) ICAP access and assistance shall be provided at a minimum, annually in grades nine through twelve and should include participation by the student, parents or legal guardian, school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers as applicable;
- 2.02 (1) (g) Each year's ICAP review shall indicate any differences from the previous year's ICAP including but not limited to: goal revision, new postsecondary career and educational plans, financial aid opportunities and changes in academic courses;
- 2.02 (1) (h) School counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers at middle schools and high schools shall collaborate to ensure that each student and their parents or legal guardians receive information and advising regarding the relationship between the ICAP and postsecondary goals and expectations;
- 2.02 (1) (i) The ICAP and ICAP related data shall be available upon request to the student, parents or legal guardian, educators, and/or Approved Postsecondary Service Providers and in both electronic and printable form;
- 2.02 (1) (j) The Implementation Plan shall include provisions to include a means to insert ICAP related data into an electronic database for an individual student and, to the extent practicable, will be done in an automated fashion;
- 2.02 (1) (k) Where possible, the district shall ensure and verify that the ICAP aligns with the American School Counselor Association's adopted standards.

2.03 **Evaluation of Program**

- 2.03 (1) The district shall establish specific policies for school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers to ensure every student has access to and assistance in the development of an ICAP;
- 2.03 (2) The policies shall include a method to evaluate the implementation and effectiveness of the standards set forth in 22-2-136(1) C.R.S.